

Midwest Services USA, LLC

State-Specific Policy Addendum

(Supplemental to Staffing Solutions Handbook – Compliance with Local Laws)

Effective Date: 01/05/2025 | **Updates:** Reviewed annually by Legal & HR.

1. California

1.1 Paid Sick Leave (Labor Code § 246)

- **Accrual:** Clients must provide **1 hour per 30 hours worked** (max 48 hours/year for clients with 25+employees).
- **Usage:**
 - Candidates can use PSL **after 90 days** with the same client.
 - Covers: Mental/physical illness, preventive care, domestic violence, or family member's illness.
- **Notice:** Candidates must notify the client in advance for foreseeable absences.
- **Documentation:** Clients may require documentation after **3+ consecutive sick days**.

1.2 Meal & Rest Breaks (Labor Code § 512)

- **Meal Breaks:**
 - **30 minutes unpaid** for shifts >5 hours (waived only by mutual consent for shifts ≤6 hours).
 - **Second 30-minute break** required for shifts >10 hours.
- **Rest Breaks:** **10 minutes paid** per 4 hours worked (uninterrupted).
- **Penalties:** Clients must pay **1 hour of premium pay** per missed break.

1.3 Harassment Training (Gov. Code § 12950.1)

- **Who:** Clients must train all supervisors (2 hours) and non-supervisors (1 hour).
- **Frequency:** Every 2 years (new hires within 6 months).
- **Content:** Must include examples, reporting procedures, and bystander intervention.

2. New York

2.1 Paid Sick Leave (NY Labor Law § 196-b)

- **Accrual:** Clients must provide **1 hour per 30 hours worked** (max 56 hours/year for clients with 100+ employees).
- **Usage:**
 - Safe time for domestic violence victims.
 - Covers COVID-19 quarantine/vaccination recovery.
- **Carryover:** Unused hours roll over (capped annually).

2.2 Sexual Harassment Policy (NY Labor Law § 201-g)

- **Training:** Clients must provide **annual interactive training** (case studies + state complaint forms).
- **Policy Distribution:** Clients must provide written policies at hire and annually (in the candidate's primary language).

2.3 Wage Theft Prevention Act (NY Labor Law § 195)

- **Pay Notice:** Clients must provide written notice with:
 - Rate of pay (including overtime).
 - Payday schedule.
 - Client's legal name and address.
- **Penalties:** Up to **\$20,000** for client violations.

3. Illinois

3.1 One Day Rest in Seven Act (820 ILCS 140/)

- **Requirements:** Clients must provide **24+ consecutive hours off** per 7-day workweek (emergency exceptions apply).
- **Violations:** Candidates may sue clients for **double wages** for missed rest periods.

3.2 Chicago Paid Sick Leave (Chicago Municipal Code Ch. 1-24)

- **Coverage:** Clients with 1+ employees (including domestic workers).
- **Usage:** Can be used for school closures or public health emergencies.
- **Notice:** Clients must post signage in English/Spanish/Polish.

4. Texas

4.1 At-Will Employment

- **Reminder:** Clients may terminate candidates at any time, unless restricted by local ordinances (e.g., Austin/Dallas sick leave rules).

Multi-State Remote Workers

- **Primary Rule:** Clients must comply with laws in the candidate's **physical work location**.
- **Taxes/Withholdings:** Based on candidate's state.
- **Timekeeping:** Non-exempt remote candidates must track all hours (including state-specific overtime).

Midwest's Role

- **Verification:** Midwest ensures clients comply with state laws but is not responsible for client violations.
- **Advocacy:** Report client non-compliance to Midwest's HR for mediation.

5. Candidate Acknowledgement

I understand:

1. State/local laws apply to my placement with clients, not directly to Midwest Services USA.
2. Clients are responsible for compliance with the above policies.
3. I will notify Midwest of suspected client violations.

Candidate Name: _____

Signature: _____

Date: _____

HR Contact: HR@midwestservicesusa.com **Legal Hotline:** 414-234-3353